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Call the Smucker Learning Center and ask to speak to Dr. Fink, the Professional Counselor. **DO NOT EMAIL – This situation requires an immediate response.**

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Write down:

1. Relevant details about the situation (who, what, where, when).
2. Any background information you have about the student's difficulties.
3. A number where you can be reached.

Give a copy to Campus Police (to assist emergency treatment providers) and a copy to your department head.

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If Dr. Fink is not available, contact the Interim Associate Dean, Dan Deckler (330-684-8761) or the Business Office (330-684-8990) who will contact the Dean.

- The Dean can help provide university follow-up and can facilitate the use of appropriate university resources as needed.
- The Dean of collects information about students and works in cooperation with various departments across campus to address student issues and students of concern.

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If the situation occurs after hours, contact Campus Police at 330-684-8910.

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Provide all the relevant information you have about this student and the situation to the counselor; because as faculty, you have had the opportunity to observe the student over time, and with guidance, you can provide valuable information about the student's mental health.

When you contact the Smucker Learning Center about a student, we will work with you to determine the proper course of action.

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Contact your department head and inform him/her of the situation. Document relevant details about the situation (who, what, where, when) and background information you have about the student's difficulties.

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Contact the Interim Associate Dean, Dan Deckler (330-684-8761) or the Business Office (330-684-8990) who will contact the Dean.

- The Dean can help provide university follow-up and can facilitate the use of appropriate university resources as needed.
- The Dean collects information about students, and works in cooperation with various departments across campus to address student issues and students of concern.

Campus Resources  
Business Office: 330-684-8990  
Counseling Services: 330-684-8960  
Maintenance: 330-684-8917  
Police Department: 330-684-8910  
Smucker Learning Center: 330-684-8960  
Student Services: 330-684-8900

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As much as you and the student are comfortable, listen and provide support; but do not become the student's therapist.

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Discuss counseling services and/or other university resources that might be helpful, and address any concerns the student might have about these resources. If you need assistance in determining the appropriate resource(s), or about how to refer, contact the Smucker Learning Center (330-684-8960) and ask to speak with Dr. Fink, the Professional Counselor.

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Should you decide to refer to the Smucker Learning Center Counseling Services:

- Please know that we would like to hear your concerns about the student and your beliefs about the urgency of the situation.
- Consider calling with the students, or accompanying the student to the Smucker Learning Center, to initiate counseling services.

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**Note:**  
If at any point you believe the student's "Imminent Danger" status may have changed, return to the "Imminent Danger" steps outlined in this flowchart.